

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Mechanic Aide

BAND	GRADE	
NE	611	
DEPARTMENT:	ACCOUNTABLE TO:	FLSA STATUS:
Public Works	Fleet Supervisor	Non-Exempt
CLASS SUMMARY: Incumbents are responsible for performing routine basic maintenance functions in Vehicle Maintenance. Duties may include: Assisting other mechanics with oil changes, safety inspections and minor parts replacement; tire repair and replacement; lubrication and fluid level adjustments; shop and tool cleaning activities; transporting vehicles; and, cleaning and washing vehicles.		
DISTINGUISHING CHARACTERISTICS: The Mechanic Aide is the first level of a five level mechanic series. The Mechanic Aide is distinguished from the Equipment Mechanic I and II by the entry level assignments, review of work in progress, and amount of guidance received from a mechanic or supervisor.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Assists with oil changes and filter replacements.	Daily	
2.	Assists with safety inspections.	Daily	
3.	Performs tire repair and replacement.	As Required	
4.	Performs chassis lubrication and fluid level adjustments.	Daily	
5.	Transports vehicles.	Daily	
6.	Assists equipment mechanics with minor parts replacement.	As Required	
7.	Performs shop clean up activities to include the bays, equipment and tools.	Daily	
8.	Washes and cleans exterior and interior of vehicles; performs pressure washing under chassis.	Daily	

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9.	Assists field crews with daily pre-run inspections, tire and fluid adjustments.	Daily	
10.	Performs other duties of a similar nature or level.	As Required	

Knowledge (position requirements at entry):

Knowledge of:

- Methods, materials and equipment used in vehicle maintenance as related to area of assignment;
- Safety methods and procedures.

Skills (position requirements at entry):

Skill in:

- Operating tools and equipment used in maintaining vehicles;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

- Equivalent to High School Diploma or General Equivalency Diploma (G.E.D.) and some coursework or experience in maintaining automotive and mechanic shop tools and equipment.

Licensing Requirements (position requirements at entry):

Position requires:

- Valid Arizona Driver's License;

Positions may require:

- Valid Arizona Driver's License with Commercial Endorsement

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Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Classification History:

Draft prepared by Human Resources (skm)

Date: 08/05

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